



**NOTICE OF JOB AVAILABILITY
AMERICAN EMBASSY LJUBLJANA**

ANNOUNCEMENT NUMBER 03-05

OPEN TO: All Interested Candidates

POSITION: SUPERVISORY HUMAN RESOURCES ASSISTANT
FSN-09; FP-5 (steps 1-4)*

OPENING DATE: May 17, 2005

CLOSING DATE: May 31, 2005

WORK HOURS: Full time; 40 hours/week

SALARY: *Not-Ordinarily Resident: (Position Grade: FP-5, steps 1-4 - to be confirmed by Washington)

Ordinarily Resident: (Position Grade FSN-09)

NOTE: ALL APPLICANTS WHO ARE NOT THE FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Ljubljana is seeking individual for the position of Supervisory Human Resources Assistant in the Management Office.

BASIC FUNCTION OF POSITION: The position is located in the American Embassy. The incumbent is responsible for the administration of the Human Resources (HR) program in Slovenia. He/She advises the Management Officer on issues related to the labor laws and practices in Slovenia and provides advice and guidance to the American and Locally Employed Staff (LES) at the Embassy on personnel matters. Advises Embassy supervisors on a wide variety of Embassy HR policies and procedures. Supervises one LES HR Assistant and one LES HR Clerk. Also provides day-to-day guidance for one Eligible Family Member Administrative Assistant. Incumbent is supervised by the Management Officer.

A copy of the complete position description listing all duties and responsibilities is on the Embassy's Internet web page at <http://slovenia.usembassy.gov>. Copies can also be obtained through the Embassy's Human Resources Office. Contact (01) 200-5637.

QUALIFICATIONS REQUIRED:

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criteria.

1. Secondary School education required. University or College degree in Administration, Human Resources Management or related field highly desirable.

2. Level IV (fluent) English required. Level IV (fluent) Slovene required.
3. Three years of progressively responsible work experience in human resources and wage administration. At least one year of supervisory experience is required.
4. Word processing experience using MS Windows, MS Office, MS Excel.
5. Strong interpersonal skills, the ability to work in a high-stress, high-volume productivity environment is required.

SELECTION PROCESS:

When equally qualified, Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that all candidates address the required qualifications above in the application

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY:

Interested candidates for this position must submit the following or the application will not be considered:

1. Application for Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

American Embassy
Attention: Caroline B. Mangelsdorf
Management Officer
Prešernova 31
1000 Ljubljana

POINT OF CONTACT

Caroline B. Mangelsdorf
Management Officer
Telephone: (+386) 1 200 5626
FAX: (+386) 1 200 5530

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFMs of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: MAY 31, 2005

An Equal Opportunity Employer